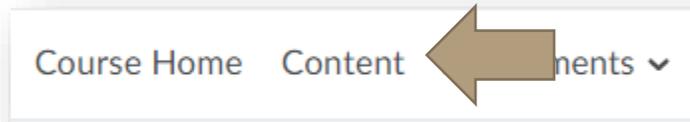


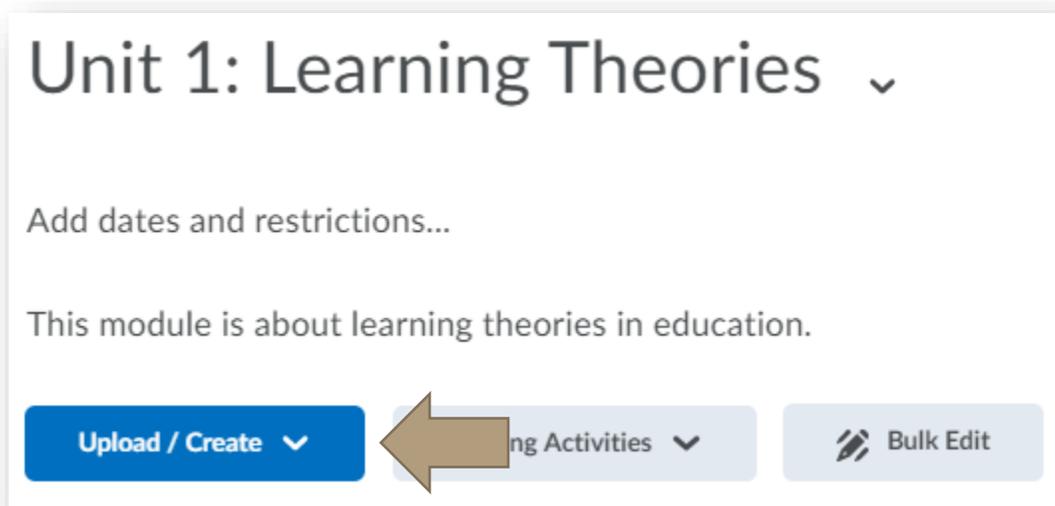
HOW DO I CREATE A FILE IN BLAZEVIEW?

Consider files created in BlazeVIEW to be similar to an interactive word document. You can paste text into the file, include images and videos, links, etc.

From your course homepage, choose “Content.”

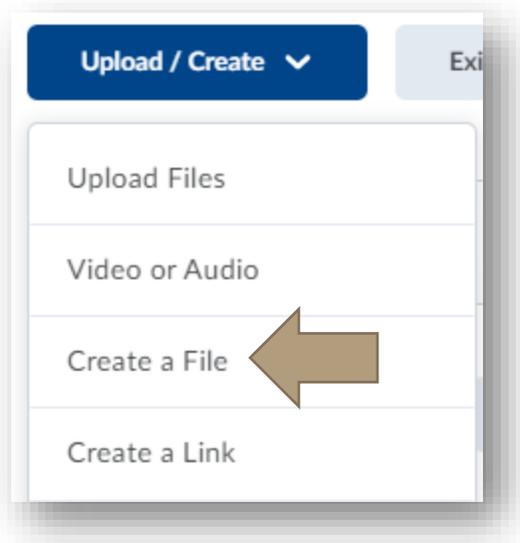


Select the module in which you will be working and choose “Upload/Create.”



Next, choose “Create a File.”

HOW DO I CREATE A FILE IN BLAZEVIEW?



Give your file a title, then include any information, graphics, or multimedia you choose. The various features like “Insert Stuff,” “Add Image,” and “Quick Link are the same when updating module descriptions, quiz directions, assignment directions, or announcements.

Create a File in "Unit 1: Learning Theories"

[Browse for a Template](#)

Hide from Users

Rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, font family, font size, background color, table, math, undo, redo, cut, and paste. A bottom toolbar includes undo, redo, source code, search, full screen, and print icons.

[Change Path](#)

[Save and Close](#) [Save](#) [Cancel](#)

Select "Save and Close" to add this new file to your module.

HOW DO I CREATE A FILE IN BLAZEVIEW?

